Manuscript Preparation And Style

*I Tatti Studies in the Italian Renaissance* is edited according to the *Chicago Manual of Style*, 16th edition (Chicago, 2010).

1. **Manuscripts should be arranged in the following order:** text, appendixes, notes, tables, figure legends. Of course, not all manuscripts will have all of these components.
2. **The entire manuscript must be double spaced**, including all epigraphs, block quotations within the text, and notes, as well as any appendixes, tables, and figure legends.
3. **Page numbers** should appear in the top right-hand corner of each page.
4. **Paragraphing** should be indicated with indentations, not with extra space between paragraphs.
5. **Section headings** may be included if desired. However, there should be none for the initial section (esp. not “Introduction”), to facilitate typesetting the opening decorative text for every article.
6. **Italics** should be indicated with an italic typeface, not underlining. Please note that University of Chicago Press style discourages the use of italics for emphasis.
7. **Quotation marks** should always be double, not single; single quotation marks should be used only to set off quotations within quotations.
8. **Punctuation with quotation marks:** periods and commas at the ends of quotations should go inside the closing quotation mark. Other punctuation (colons, semicolons, question marks, exclamation points) should go outside unless part of the quotation.
9. **Block quotations should generally be restricted to quoted material of more than 100 words.** Shorter quotations should usually be run into the text.
10. **Notes** must be provided in the manuscript in the form of endnotes. (They will be typeset later as footnotes, but the manuscripts must be processed with endnotes.) No individual note should be longer than one manuscript page, as this makes it difficult for the typesetter to keep note numbers and note text on the same printed pages. Notes should begin in the manuscript on a separate page following the text and should be numbered consecutively. For examples of note style, see below.
11. **Acknowledgments** should be given in an initial unnumbered note; the text for this note should appear on the first page of endnotes before the first numbered note.
12. **Appendixes** must be typed with full double spacing and should be placed immediately after the text, preceding the notes. These pages should be numbered consecutively with the rest of the manuscript.
13. **Tables** should be placed after the notes; each should begin on its own separate page. Tables should be prepared according to the University of Chicago Press’s Guidelines for Tables.
14. **Figure legends** should appear together on a separate page, double spaced, at the end of the manuscript. For examples of legend style, see below.
15. **Figures** must be in an electronic format, print ready. For more information, see the University of Chicago Press’s Guidelines for Artwork. Contributors are responsible for obtaining any necessary permissions.

**Figure Legend Style**

Each legend should include the following information when applicable: maker or artist; formal or descriptive title; place or printed source, with full publication information; date; medium; dimensions; provenance or current ownership.

**Examples**

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attributed object</td>
<td>Figure 2. Covered bowl, attributed to Wistarburgh Glassworks, Salem Co., N Museum; photo, author.</td>
</tr>
<tr>
<td>Anonymous object</td>
<td>Figure 3. Doorway from Rose Tavern, Baltimore, ca. 1810. (Baltimore Muse</td>
</tr>
<tr>
<td>Reproduction from a</td>
<td>Figure 4. Variations in Bases and Ionic Capitals. From Isaac Ware, <em>Complete</em></td>
</tr>
</tbody>
</table>
published source

and Albert Museum, London.)

Figure 5. Detail of A General Map of the British Colonies in America. From ‘plate 18. (© National Gallery, London/Art Resource, New York.)

Miscellaneous

Figure 6. Main hall, Harbor Hill, Roslyn, Long Island, NY, 1902. (Photo from original glass negative in McKim, Mead, and White Collection, Museum of the City of New York.)

Note Style

Journal article
Author's name; article title in quotation marks; journal title in full, underlined; volume number; year of issue; inclusive page numbers of article; specific page(s) cited, if applicable.
Example:


Book
Author's name (or editor's name, if no author); book title, underlined; city of publication; year of publication; specific page(s) cited, if applicable. (Note: publishers' names are not included.)
Examples:


Book in a series


Translated book


Multivolume work


Chapter in an edited book


Dissertation or thesis:


Archival citation:

1. Berenson to Gardner, Rome, October 23, 1943, Bernard and Mary
Berenson Papers, Biblioteca Berenson, Villa I Tatti—the Harvard University Center for Italian Renaissance Studies (hereafter BMBP).

Subsequent citations:

Use “ibid.” (NB: roman) to refer to a single work cited in the note immediately preceding. Do not use when the preceding note contains more than one citation.

Do not use “op.cit.” or “passim” or “as in n. 10” in your endnotes.

Short titles should contain key words from the main title. An initial A or The is usually omitted. The order of the words should not be changed (e.g., Daily Notes of a Trip around the World should be shortened not to World Trip but to Daily Notes). Titles of four words or fewer are seldom shortened. The short title is italicized or set in roman and quotation marks according to the way the full title appears.

Miscellany:

- Always give first names (or initials, although full name is preferred) of authors, not just surname, at first full cite of every unique work
- One publication city only; no publisher name
- Title is separated from subtitle(s) by colon, then semicolon, not periods
- Use Arabic numerals for citation elements, except when widely accepted/expected convention for classical works
- Superscript numbers for editions should be used sparingly and only for classical works
- Like ibid., r and v (for recto and verso) are roman, not italic
- Use valid, working URLs only, with no access dates
- “cf.” means compare; “e.g.” means for example
- Dates throughout article text or footnotes should be in month-day-year order

For more detailed information on note forms, see the Chicago Manual of Style, 16th ed., chap. 14.

Foreign Languages

Foreign Titles
For foreign titles of works, whether these appear in text or notes, capitalize only the words that would be capitalized in normal prose—first word of title and subtitle and all proper nouns. That is, use sentence style. Titles of works in languages that use the Latin alphabet (including transliterated titles) are set in italic or roman type according to the principles set forth in Chicago Manual of Style (CMS), 16th ed., 8.154–95—for example, books and periodicals italic; poems and other short works roman. Use English for all publication details (city, vol., bk., chap., etc.) but title of work cited or title of journal and archival-specific elements filza/filze and busta.

Foreign Words and Phrases (foreign words and phrases that remain so vs. those that have slipped into English usage)

Any word or phrase listed in Webster's 11th has been accepted into standard English usage and should not be italicized (exception: sic should always be italicized, in accordance with CMS 13.59). A full sentence or more in a foreign language should be roman. Quoted words or phrases in foreign languages should be set roman unless there is some special reason for italics.
In 1869 he published a book entitled *Sha'arei Hayyim* (The gates of life). Exceptions can be made for capitalization and use of italics if the translation is itself a published work, especially if the translation is very well known or if the author goes on to discuss both published versions; for example, he became famous with his novel *Im Westen Nichts Neues* (All Quiet on the Western Front).


Appended Translations

Source of English translations of quoted material must be specified. If translator is the article’s author, state in a footnote early on, for example, “Unless otherwise noted, all translations to English are my own.”

German citizenship was defined by law of racial descent (*jus sanguinis*). On the evening of the mid-November *Ausbürgerung* (removal of citizenship)...

Also acceptable, *Blut*, or "blood," was the rule.

Guinizzelli asserts that Arnaut excelled all others in "versi d'amore e prose di romanzi" (verses of love and prose of romances).

Guinizzelli asserts that Arnaut excelled all others in "verses of love and prose of romances" (versi d'amore e prose di romanzi).

Es ist das Zeitfieber sagte der Fremde das einige auch das Fieber der Zeit ...; andere nennen es das Zeitungsfieber, denen ich auch nicht entgegen sein will. Es ist eine böse ansteckende Krankheit die sich sogar durch die Luft mitteilt. [It is the time of the fever, the stranger said, which some people call the fever of time...; others call it the newspaper fever, which one couldn't contradict either. It is a malicious, contagious sickness, which communicates itself even through the air.]

Quotation (Block or Run-in) in Text, Full Translation in Footnote (NB: use quotation marks in footnote, regardless of whether block or run-in in text; see CMS 13.75)
Es ist das Zeitfieber sagte der Fremde das einige auch das Fieber der Zeit ... ; andere nennen es das Zeitungsfieber, denen ich auch nicht entgegen sein will. Es ist eine böse ansteckende Krankheit die sich sogar durch die Luft mitteilt.\footnote{It is the time of the fever, the stranger said, which some people call the fever of time ... ; others call it the newspaper fever, which one couldn't contradict either. It is a malicious, contagious sickness, which communicates itself even through the air."

For more detailed information on foreign languages, see CMS, esp. 14.107–10 (on citations of works) and 11.3–8 (on general in-text use of non-English languages).}